

**A**

Name of Applicant.....

City..... State..... Zip..... Council District.....

Does this organization have tax exempt status from the IRS? ☐ Yes ☐ No

Tax Identification Number .....

Does the State of Texas chart this organization as a non-profit organization? ☐ Yes ☐ No

Date organization (or sponsor) was chartered as a non-profit organization by the State of Texas .....

List the major partners/stakeholders contributing to this project.....

Authorized Official: \_\_\_\_\_

Signature

Typed Name	Title
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NAME OF APPLICANT

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## YOUR PROJECT

(Describe the artistic/cultural component of your project and the neighborhood(s) that will be impacted. Be specific about the artists and/or arts organization that will be participating. Activities must begin between January 1, 2001 and December 31, 2001 but not go beyond December 31, 2002. Make sure you include the anticipated date the project will begin. Attach one additional sheet if needed.)



## PROGRAM IMPLEMENTATION.

(Describe how you and your partners will implement this project. Be specific about the contributions of the major partners listed on page one. Attach one additional sheet if needed.)

NAME OF APPLICANT \_\_\_\_\_



## SUSTAINMENT

(Describe how the project will address a particular community concern or an opportunity in a manner that produces sustained benefit over a multi-year period. Attach one additional sheet if needed.)

**E**

## YOUR ORGANIZATION AND PARTNERS

(Describe a project(s) that your organization worked on with any of the partners/stakeholders. If you and your partners are developing a working relationship for the first time, explain what roles you and your partner will assume in this project. The letters of agreement should, in general, correspond to the information presented in this section. Attach one additional sheet if needed. )

**F**

## LINKS WITH CITY PROGRAMS AND INITIATIVES

(Does your project link with or complement other City of San Antonio efforts such as City Master Plan, Community Revitalization Action Group (CRAG) Report, specific neighborhood or sector plans, transportation plans or other initiatives that targets your particular community?)

NAME OF APPLICANT \_\_\_\_\_



**BUDGET: ANTICIPATED EXPENSES** (Round all figures to nearest dollar)  
**\*\*City of San Antonio's contribution is limited to arts/cultural related expenses.**

		YOUR CONTRIBUTION			
	Job Title/Item Description	**City Request	Cash	In-kind	Total Cost
1. Personnel (include fringe benefits)					
Outside Artistic Services					
2. Supplies & Materials (Itemize)					
3. Space Rental (Itemize)					
4. Transportation Expenses (Itemize)					
5. Publicity & Promotion (Itemize)					
6. Other Expenses (Itemize)					
Total Anticipated Expenses (Box a must total a minimum of \$5,000 and a maximum of \$20,000 to be eligible for funding)		a	b	c	d



**BUDGET: ANTICIPATED INCOME**  
 (Applicant must match with a combination of cash and in kind. Round all figures to the nearest dollar.)

	A	B
1. Fundraisers		
2. Individual Support		
3. Corporate Contributions		
4. Foundation Contributions		
5. Other (itemize)		
6. In-Kind Contributions (Amount must total Box c)	e	
<b>Total Non-City Match</b> (Column A total)		f
<b>Amount Requested from the City of San Antonio</b> (Line g must equal Box a)		g
<b>TOTAL INCOME</b> (Column B total. Line h must total Box d.)		h \$

I

## APPLICATION CHECKLIST (Submit with application)

**The following are due, in the City Clerk's Office, City Hall, by October 6, 2000 at 4:00pm:**

### REQUIRED

- ☐ The signed, original application and two (2) copies.
- ☐ Copy of IRS letter determining tax exempt status, unless submitted to OCA since April 1996.
- ☐ Letters of agreement from the major partners listed on page one.
- ☐ If sponsoring an individual artist or group of artists, **attach letters and resumes of participating artists.**
- ☐ A financial statement or audit from your most recently completed fiscal year. Organizations submitting proposal(s) totaling more than \$25,000 must submit copy of independent audit.
- ☐ If your organization is not currently funded by OCA, submit financial statements of the last two fiscal years.
- ☐ A list of the applicant's current Board members.
- ☐ Copy of Certificate of Incorporation, State of Texas, unless submitted since April 1996.

### OPTIONAL

- ☐ Optional supporting documents such as publicity materials, reviews, slides, audio cassettes or video tapes. Applicants are encouraged to submit materials that would provide panelists an indication of artistic merit.

### *IMPORTANT MAILING INSTRUCTIONS:*

**Mail your application to:**

**or**

**Deliver your application to:**

City Clerk's Office  
P.O. Box 839966  
San Antonio, TX 78283-3966

City Clerk's Office  
City Hall, Second Floor  
100 Military Plaza  
San Antonio, TX 78205

**MARK ENVELOPE: OFFICE OF CULTURAL AFFAIRS PROJECT GRANT APPLICATION**  
**DEADLINE: OCTOBER 6, 2000 at 4:00PM**